

FINANCE COMMITTEE LEWISTON, MAINE

**Minutes of
January 22, 2008**

PRESENT: Chairman Roger Provencher, Stavros Mendros, Councilor Robert Reed, Ronald Paradis and Councilor Denis Theriault.

Meeting was called to order at 5:03 p.m. by the Clerk.

On motion of Mr. Reed , seconded by Mr. Mendros it was

VOTED:

(1-2008) To elect Roger Provencher as Chairperson of the Finance Committee for the ensuing year.

**VOTE: 4-0-1
Mr. Provencher abstained**

On motion of Mr. Paradis , seconded by Mr. Provencher it was

VOTED:

(2-2008) To dispense with reading of the minutes of the previous meeting dated December 17, 2007 and to accept and place them on file.

VOTE: 5-0

The Committee considered adoption of rules to govern the Finance Committee for the ensuing year. None of the members voiced concerns over the existing rules and the following action was taken.

On motion of Mr. Reed , seconded by Mr. Theriault it was

VOTED:

(3-2008) To adopt the following Rules to govern the Finance Committee during the ensuing year:

RULES OF THE FINANCE COMMITTEE

Regular Meetings:

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:00 p.m.**
- B. Place: All regular meetings of the Finance Committee shall be held in the Administrative Conference Room of City Hall.

Special Meetings:

All special meetings shall be called in accordance with Chapter 2, Section 2-183 {c} of the Revised Code of Ordinances.

Parliamentary Procedure:

“ROBERT’S RULES OF ORDER” shall be regarded by the Finance Committee as the proper authority for parliamentary procedure in conduct of its meetings for the ensuing year.

Majority Vote:

All motions must be passed by a majority of the members (three) in order to constitute action on any matter.

Authorization for Contract Awards, Amendments and Change Orders:

The Committee authorizes the Purchasing Director, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

A. Contracts

1. Award may be made to the low responsive bidder or sole responsive bidder when award is necessary to insure that the contract for goods or services is not delayed.
2. All contracts approved shall be forwarded to the Committee, for their ratification, at the next regular meeting with appropriate documentation and reasoning for proceeding with award of contract.

B. Amendments or Change Orders

1. When the amendment or change order is necessary to insure that the contract for goods or services is not delayed.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with an upset limit of \$10,000 for any single amendment/change order.
3. That should the levels set forth in Section 2 be exceeded and an amendment or change order is necessary to complete the project and to protect the best interest of the City, the City Administrator may authorize amendments or change orders as provided for in Section 3.2 of the Purchasing Policy.

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4. The City Administrator has signed and approved the amendment/change order.

If the City Administrator deems the circumstances to be an emergency, they will be documented and reported to the Finance Committee at the next regular meeting.

5. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
6. That should the amendment or change order amount exceed both Section 2 and Section 3 levels of authorization, a special meeting of the Finance Committee shall be called by the Chairman or ranking member of the Committee if the Chairman is not available.

Suspension of Rules:

Any of the foregoing rules may be suspended, amended or repealed providing a majority of the members vote therefore.

VOTE: 5-0

On recommendation of the Purchasing Agent and on motion of Mr. Reed, seconded by Mr. Paradis it was

VOTED:

(4-2008) To award Bid 2008-003 on Adjustable/Portable Basketball Systems, to be used at the Memorial Armory, to Future Pro Inc., Inman, KS, low bidder at a total bid price of \$9,350.

VOTE: 5-0

On recommendation of the Purchasing Agent and on motion of Mr. Paradis, seconded by Mr. Reed it was

VOTED:

(5-2008) To award Bid 2008-001 on replacement of approximately 7,300 square feet of carpeting at the Public Library to Royal Flooring, Lewiston, Maine, low bidder at a total bid price, including add alternate, of \$23,026.

VOTE: 5-0

The Public Works Department re-evaluated the specifications on a Vacuum Type Street Sweeper for which bids had been rejected in 2007 due to the lack of available funds. The new bid proposals resulted in alternates to current year models for the department's consideration. The lowest proposal received was from Tenco New England on a 2006 Sterling Vacuum Type Street Sweeper which the department indicated had approximately 800 hours of service on the equipment. Public Services Director Paul Boudreau indicated this was equivalent to a few months of usage.

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On recommendation of the Purchasing Agent and on motion of Mr. Reed , seconded by Mr. Theriault it was

VOTED:

(6-2008) To award Bid 2007-049 on a Vacuum Type Street Sweeper to Tenco New England, Berwick, Maine, low bidder on their alternate bid for a 2006 model year sweeper at a total bid price of \$127,420 with an allowance for trade-in of \$4,000 for a net bid price of \$123,420.

VOTE: 5-0

The next item on the agenda was award of a 4X4 Pick Up Truck for the Police Department's Animal Control Officer. Because these services had recently been merged with the City of Auburn the item was budgeted with Lewiston and Auburn sharing 50% of the cost of the vehicle. The City of Auburn has since advised that they are reviewing the joint Animal Control Officer services at this time and therefore are not prepared to contribute toward the purchase of the Capital equipment. As a result, it was recommended that the bids on the vehicle be rejected at this time.

Councilor Theriault indicated that he wanted to note for the record that he was not in favor of the Police Department keeping the current vehicle and that further the City should consider bidding out pick-up trucks and other vehicles to the general public rather than trading them in.

On motion of Mr. Reed, seconded by Mr. Theriault it was

VOTED:

(7-2008) To reject Bid 2008-002 on a ½ ton 4X4 Pick Up Truck for the Police Department's Animal Control Officer.

VOTE: 5-0

On recommendation of the Purchasing Agent and on motion of Mr. Theriault, seconded by Mr. Paradis it was

VOTED:

(8-2008) To authorize Amendment #1 to Task Order #19 with Camp Dresser & McKee for Final Design and Construction Coordination on the Combined Sewer Overflow Storage Structure Project that would provide for the additional services needed for review and coordination of the Contract's submittals, shop drawing reviews, assistance and review of all alternate equipment proposed by the Contractor and to provide record drawings for the project at total fee not to exceed \$120,000.

VOTE: 5-0

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On recommendation of the Purchasing Agent and on motion of Mr. Reed , seconded by Mr. Theriault it was

VOTED:

(9-2008) To authorize Amendment #2 to Task Order #12 with Camp Dresser & McKee for consultant services related to the Ultraviolet Treatment Conceptual Study with the Amendment providing design of replacing the gaseous chlorine system used at Lake Auburn to a liquid chlorine system at a total fee of \$97,000 with Lewiston's sharing being \$48,500.

VOTE: 5-0

Annually, the Finance Committee considers adopting a Cost of Living adjustment for Pensioners and Beneficiaries under an old City Pension Plan which currently has 13 participants remaining under the plan. The plan calls for an adjustment which averages the increases given to active employees which has been calculated at 3.84%.

On recommendation of the Finance Director and on motion of Mr. Reed , seconded by Mr. Mendros it was

VOTED:

(10-2008) To authorize a Cost of Living Adjustment in the amount of 3.84% to all pensioners and/or their beneficiaries under the old City Pension Plan and that the increase be retroactive to July 1, 2007.

VOTE: 5-0

At this time, the Committee reviewed the proposed meeting schedule for the Finance Committee during 2008 and agreed to remove the scheduled January 28th meeting.

The Purchasing Agent reviewed with the Committee the process utilized in recent years for the awarding of bids on #2 Heating Oil which is a joint process with the City of Lewiston, City of Auburn, Auburn School Department and Lewiston School Department. The process that has been utilized has been to monitor the market and to solicit proposals in late winter or early spring that would lock in heating oil prices for the following heating season. In order to do this, each of the vendors require that the City accept or reject the prices that they submit within hours of their being received.

On recommendation of the Purchasing Agent and on motion of Mr. Provencher, seconded by Mr. Theriault it was

VOTED:

(11-2008) To authorize the Purchasing Agent to award the bid on #2 Heating Oil on the same day on which they are received and to follow up with information to the Finance Committee for ratification at the next regular meeting.

VOTE: 5-0

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The Finance Director distributed copies of the Capital Improvement Program for Fiscal Year 2009 as well as the Comprehensive Annual Financial Report for Fiscal Year 2007 for those who had not received it. It was indicated that a review of the Capital Improvement Program would be scheduled for the next meeting with the focus being on the fiscal impact of the plan which is in Section V of the report.

VOTED:

To adjourn at 6:00 p.m.

Richard T. Metivier
Clerk
Finance Committee